

Issued January 20, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
SOUTHERN DIVISION

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U. S. Department of Agriculture

INSTRUCTIONS REGARDING THE COMBINATION OF SEPARATE TRACTS OF  
FARM LAND UNDER THE 1939 AGRICULTURAL CONSERVATION AND PRICE  
ADJUSTMENT PROGRAMS AND THE EXECUTION OF FORM ACP-86

Form ACP-86 is applicable only to those farms in Oklahoma and Texas for which no cotton acreage allotment is established. Where Form ACP-86 is executed for any farm, Form ACP-68, Revised, will not be applicable to such farm.

In considering whether an operator should be permitted to combine separate tracts of farm land, as provided in the definition of a farm under the 1939 Agricultural Conservation Program, the county committee should determine that all such land (1) is adjacent or nearby, (2) is operated by the same person as part of the same unit and with workstock, farm machinery, and labor which are used interchangeably and which are substantially separate from that for any other land, (3) is operated under one crop rotation system, (4) is substantially of the same productivity, and (5) is not being combined for the purpose of increasing allotments or primarily for the purpose of effecting compliance.

In order for a tract of land which is operated by a share tenant to be eligible for combination with other tracts operated by him, all of the owners of such tracts who are entitled to share in the crops grown thereon in 1939 must sign Form ACP-86 agreeing to such combination and to a division of the net payment or net deduction computed with respect to each soil-depleting acreage allotment on the basis of each such owner's respective share in the acreage allotments which could have been established for the land in which he has an interest. It is not necessary that a Form ACP-86, be executed if the tracts of land which are to be combined are owned by the same person or are rented by the operator from another person on a cash rent, standing-rent, or fixed-rent basis.

The county committee should not permit two or more tracts of land to be combined if such tracts are normally regarded in the community as separate farms, unless they find that there has been a change in operation thereof in 1939 which would justify such a combination.

The final date for filing Forms ACP-86, in the county office and for combining tracts of land owned by the same person, or rented by him from another person on a cash rent, standing-rent, or fixed-rent basis, will be April 1, 1939, unless an application for wheat price adjustment payment is made prior to that date on one or more of the tracts of land in question. If application for a wheat price adjustment payment is made prior to April 1, 1939, the combination must be made prior to the filing of such application.



In each case where tracts of land are combined in accordance with these instructions, a master work sheet, Form SR-101, shall be executed for the combined farm. The county office shall transmit such master work sheet to the State office, together with the original work sheets covering the separate tracts.

EXECUTION OF FORM ACP-86

Form ACP-86, will be prepared in the original only and will remain permanently in the county office.

Heading: Enter in the space provided in the upper right corner the code numbers of the State and county.

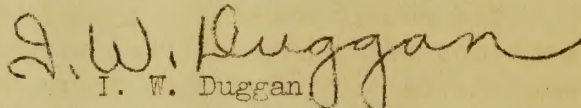
Enter "1939" in the space provided immediately below the title of the form.

Section I. Enter in the spaces provided the name and address of the operator of the farm.

The operator must affix his signature and the date thereof in the spaces provided.

Section II: Each owner who is entitled to share in the crops grown in 1939 on any tract covered by the Form ACP-86 must sign in section II thereof, showing the serial number(s) of the work sheet(s) covering such tract(s). If the owner of any tract covered by the Form ACP-86 is not entitled to share in the crops grown thereon in 1939, it is not required that he sign. The date of each signature must be entered in the space provided.

Section III: If the county committee determines, in accordance with the above instructions, that the separate tracts of land covered by the Form ACP-86 are eligible for combination and that the form has been properly executed, they should authorize one of their members to affix his signature in the space provided in Section III. The date of the committeeman's signature shall be entered in the space provided opposite his signature.

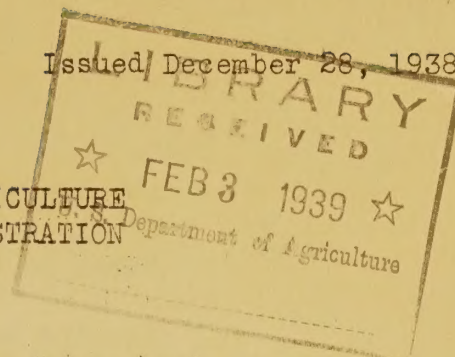
  
I. W. Duggan

Director, Southern Division,  
Agricultural Adjustment Administration.



Issued December 28, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION



SOUTHERN DIVISION

PROCEDURE TO BE FOLLOWED BY COUNTY AND STATE OFFICES WITH RESPECT  
TO REQUESTS FOR MATERIALS AS GRANTS OF AID UNDER THE 1939 AGRICULTURAL  
CONSERVATION PROGRAM.

Where practicable, the Agricultural Adjustment Administration will furnish superphosphate, ground limestone, seeds, trees, and other materials for the carrying-out of approved soil-building practices under the 1939 Agricultural Conservation Program in any county where a sufficient amount of such materials is requested to make it feasible to make shipment thereof. The County Office, acting through the Community and County Committeemen, should immediately acquaint all cooperating producers with the possibility of securing materials as grants of aid, and should make a preliminary survey to determine what materials such producers desire. If it appears that as much as a carload (or any appreciable amount thereof, if the material is obtainable locally) of any one material is desired, the County Office should begin immediately to take orders for the same if previously advised by the State Office that such material has already been made available as a grant of aid. If the County Office has not received such advice, the State Office should be informed of the interest in obtaining the material as a grant of aid in the county, and ask for information concerning the possibility of securing the material in question as a grant of aid. The State Office will then take the matter up with the Southern Division, Agricultural Adjustment Administration, Washington, D. C., and an effort will be made to secure bids for the material.

Section I. - County Office Procedure

A. General.

1. The County Office shall be responsible for the accurate determination of all information on each request for a grant of aid. Special care should be taken to determine:
  - (a) That the attention of the producer is called to the provisions of the 1939 Agricultural Conservation Program regarding the manner of using materials furnished as grants of aid, and that he clearly understands that he is eligible to receive such materials only if they are to be used in carrying out approved soil-building practices.
  - (b) That the deduction for the total quantity of all materials requested by all persons on the farm will



not exceed 80 percent of the maximum payment which may be earned by carrying out soil-building practices on the farm.

- (c) Insofar as possible, that the farm is being operated so that the deduction for all materials furnished as grants of aid in 1939 will not exceed the total payments earned on the farm under the 1939 Agricultural Conservation Program.
- (d) That each producer on the farm is advised that if the payment to the producer filing the request for materials is not sufficient to cover the deduction required for all materials furnished him for the carrying out of soil-building practices on the farm, payments to other producers on the farm are subject to the remaining deduction.

- 2. The Treasurer of the County Agricultural Conservation Association shall be responsible for collecting the transportation and handling charges, if any, prior to delivery of the material.

B. Execution of Form No. ACP-64 (Revised Oct. 1, 1938).

- 1. Prepare Form No. ACP-64 in triplicate. Under no circumstances may more than one kind of material be requested on the same Form No. ACP-64.
- 2. Heading.
  - (a) Enter in the space provided in the upper right corner the code numbers of the State and county and the serial number of the work sheet covering the farm with respect to which the material is requested.
  - (b) Enter "1939" in the space provided for "Program Year".
- 3. Part I, Request for Material as Grant of Aid Under the Agricultural Conservation Program.
  - (a) Enter in the spaces provided the name and the tenure (landlord, share tenant, or sharecropper) of the producer applying for the material.
  - (b) Enter in the spaces provided below his name the mail address of the applicant, including the name of the county.
  - (c) Enter in the space provided for a description of the material the name of the material requested.



- (d) Enter in the space provided the quantity of the material requested.
  - (e) Enter in the space provided the applicable unit (pounds, tons, etc.).
  - (f) Enter in the space provided the name and number of the soil-building practice in connection with which the material is to be used.
  - (g) Enter in the space provided the number of acres to be treated with or planted to the material requested.
  - (h) Enter in the space provided the rate (pounds, tons, etc.) per acre at which the material will be applied or planted.
  - (i) Enter in the space provided the total amount of the material requested.
  - (j) Enter in the spaces provided (1) the maximum payment which may be earned by carrying out soil-building practices on the farm, (2) the estimated deduction for material(s) being requested (this will be based on the actual rate of deduction if already determined, or on the rate estimated by the Southern Division, Agricultural Adjustment Administration, if not already determined), (3) the deduction for materials previously furnished producers on the farm under the 1939 Agricultural Conservation Program, and (4) the total of previous and present requests for the farm under said program. The purpose of these entries is to determine that the total deduction will not exceed 80 percent of the maximum payment for carrying out soil-building practices on the farm.
  - (k) The signature of the applicant must be affixed and the date entered in the spaces provided.
4. Part II, Approval of County Agricultural Conservation Association: Upon approval of the request by the County Committee, one member of the Committee and the Secretary of the County Agricultural Conservation Association must sign in the spaces provided in Part II and the date of each signature entered immediately to the left thereof.
5. Part III, Receipt for Transportation and Handling Charges: Part III shall be executed by the Treasurer of the County Agricultural Conservation Association upon receipt of payment covering transportation and handling charges. If such charges are included in the cost of the material and are not to be collected directly from the producer, it will not be necessary to execute Part III.



6. Part IV, Receipt for Grant of Aid: Part IV shall be executed by the producer upon delivery of the material to him.

7. The original Form No. ACP-64 shall be forwarded to the State Office with the original and one copy of the related Form No. ACP-65. When the Forms No. ACP-64 are returned to the County Office, any corrections made by the State Office should be noted on the copies which were retained in the County Office and one copy thereof delivered to the producer.

C. Execution of Form No. ACP-65, Summary of Requests.

1. Prepare Form No. ACP-65 in triplicate. Different kinds of materials shall be listed on separate forms.
2. Enter in the space provided in the upper right corner the name and code numbers of the State and county.
3. Enter in the spaces provided the name of the material and the date delivery is desired.
4. In case the material is to be shipped by railroad or other common carrier,
  - (a) Enter the name and mail address of the Treasurer of the County Agricultural Conservation Association in the spaces provided for the name and address of the consignee.
  - (b) Enter in the spaces provided the name of the railroad or other common carrier which is to deliver the material and the actual point at which delivery is to be made.
5. Enter in the respective columns the following information from each Form No. ACP-64:
  - (a) The serial number of the work sheet covering the farm.
  - (b) The name and address of the producer requesting the material.
  - (c) The applicable unit (pounds, tons, etc.).
  - (d) The quantity of material requested by the producer.
6. Enter in the space provided the total quantity of material requested.



7. Upon approval by the County Committee, one member of the Committee and the Secretary of the County Agricultural Conservation Association must affix their signatures and the date thereof in the spaces provided.
8. The original and one copy of Form No. ACP-65 shall be transmitted to the State office. Upon approval of the requests by the State Office, the copy will be returned to the County Office.

D. Execution of Form No. ACP-67, Receiving and Inspection Report.

1. Upon receipt of material by railroad or other common carrier, Form No. ACP-67 shall be prepared in quadruplicate.
2. Enter in the space provided in the upper right corner the name and code numbers of the State and county.
3. Enter in the space provided the request for shipment number from Form(s) No. ACP-65.
4. Fill out the remainder of Form No. ACP-67, including Report of Loss, Damage, Shortage, Etc., with the assistance of the local freight agent if necessary.
5. The signature of the designated consignee shall be affixed and the date entered in the spaces provided.
6. The original and two copies of Form No. ACP-67 shall be forwarded to the State Office and the other copy retained in the county office files.

Section II. - State Office Procedure

- A. The State Office shall check Forms No. ACP-64 and ACP-65 and make any necessary corrections thereon.
- B. If the material is to be shipped by railroad or other common carrier,
  1. The producer's eligibility to receive the material shall be determined, insofar as possible, prior to approval of his request. Any producer's request may be reduced by drawing a line through the amount requested on Form No. ACP-64 and entering the approved amount in the column headed "Notations". The corresponding entry and the total on Form No. ACP-65 shall also be corrected.
  2. Form No. ACP-66, Request for Shipment, shall be executed in quadruplicate upon approval of Form(s) No. ACP-65. The form shall cover all Forms No. ACP-65 submitted from a county at the same time for a given material.



- (a) Enter in the spaces provided on the related Forms No. ACP-64 and ACP-65 the number appearing in the upper right corner of Form No. ACP-66.
  - (b) Enter in the space provided in the upper right corner the State and county code numbers.
  - (c) Enter in the space provided the date delivery is desired.
  - (d) Enter the word "Southern" in the space provided for the name of the Division.
  - (e) Enter the following information from the related Form(s) No. ACP-65:
    - (1) Name of the county.
    - (2) Name of the designated consignee.
    - (3) Mail address of the consignee.
    - (4) Name of the railroad or other common carrier which will make delivery.
    - (5) Actual point of delivery.
    - (6) The name of the material in the space provided for "Complete Description of Material", the total amount in the space provided for "Quantity", and the applicable unit (pounds, tons, etc.) in the space provided for "Unit".
  - (f) The signature of the person authorized to approve such requests for the State Office shall be affixed and the name of the State and the date of approval entered in the spaces provided.
3. The original and orange copy of Form No. ACP-66 shall be forwarded to the Southern Division, Agricultural Adjustment Administration, Washington, D. C., the pink copy retained in the State Office, and the yellow copy forwarded to the County Office.
- C. After the Forms No. ACP-64 and ACP-65 have been checked in the State Office, the copy of Form No. ACP-65 and the originals of the supporting Forms No. ACP-64 shall be returned to the County Office.



- D. Upon receipt of the original and two copies of Form No. ACP-67 from the County Office, the State Office shall immediately forward the original and one copy to the Southern Division, Agricultural Adjustment Administration, Washington, D. C., and retain the other copy in its files.
- E. Shipping instructions in connection with each material furnished as a grant of aid will be issued on the basis of approved bids.

*I. W. Duggan*

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I. W. Duggan,  
Director, Southern Division,  
Agricultural Adjustment Administration.



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